

Council on Technology Services masthead

Technology Management Workgroup Minutes

Kickoff meeting Thursday July 25, 2002, 1:30 – 3:30pm

Richmond Plaza Building, DTP 3rd floor training room, 110 South Seventh Street

ATTENDANCE

Members					
Jan Fatouros	DGS	X	Virgil Kopf	DGIF	X
Richard Fellows	VEC		Easton Rhodd	DEQ	
Hud Croasdale	VT	X	Murali Rao	DOT	
Larry Hengehold	VCCS	X	Don Morgan	ABC	
Joy Hughes	GMU		Dee Pisciella	DOC	X
Mark Schaefermeyer	DOE	X	Chris Saneda	ABC	X
Sarah Susbury	DOE	X	Debbie Dodson	DIT	X
Mark Willis	VCU	X	JoJo Martin	DOT	X
Farley Beaton *	TAX	X			
Harry Sutton	DSS				

*Linda Foster represented Farley Beaton.

Participating Guests			Staff		
Dan Galloway	SCC	X	Dan Ziomek	DTP	X
Twyla Garrett	SPS	X	Michael Sandridge	DTP	X
			Constance Scott	DTP	X
Andrew Anderson	Robbins-Gioia	X	Michael Logan	DTP	X
Barthe van Doorn	Robbins-Gioia		Jenny Hunter	SOTECH	X
Fred Norman	CVC	X			
Ben Lewis *	Keane	X			
Hal Greer	JLARC	X			
Jason Powell	JLARC	X			

* Cleo Rehmer represented Ben Lewis

AGENDA

1) Introductions

The Technology Management Workgroup Chair, Chris Saneda, called the meeting to order at 1:30 p.m., and welcomed the attendees to the kickoff meeting of the Technology Management Workgroup. Members, DTP Staff, and guests introduced themselves to the Technology Management Workgroup.

2) Presentation “Commonwealth Technology Management (CTM)”

Chris Saneda introduced Dan Ziomek, Department of Technology Planning IT Manager. Dan Ziomek started the presentation with an overview of CTM and Commonwealth Project Management (CPM). Drivers for the CTM include the Commonwealth’s direct technology expenditures, which totaled more than \$800 million in FY2001. The estimated total cost for major technology projects will exceed \$1 billion over the next biennium.

- A. What is CTM & CPM = overarching technology management approach that provides
- a. IT Investment Management: a methodology for selecting, controlling, and evaluating IT investment – includes Strategic Planning and Risk Control
 - b. Enterprise Program Management: framework for migrating from current distributed enterprise architecture to a more homogeneous enterprise architecture – includes Project oversight, Resource sharing, Architecture compliance
 - c. Project Management: process to ensure technology project delivers business value on-time, within budget (Scope, Schedule, Budget) – taken from PMBOK, Initiate, Plan, Execute, Control, Closeout
- B. What CTM & CPM is NOT
- a. Not a Software Development Life Cycle
 - b. In some cases, not mandated
- C. Why CTM & CPM
- a. Capitalize on the benefits of standardization (architecture and process)
 - b. Need to drive business and citizen benefit
 - c. Need to have cross-functional accountability for project success
 - d. Need to have a common set of project terminology across the state
- D. A handout was provided describing Online Review & Comment Application (ORCA). This is a tool that the workgroup will use to review documents

3) Define role of COTS, DTP, and TM workgroup

- A. COTS – cross-functional advisory group to the Secretary of Technology, Charter workgroup
- B. DTP – Sponsoring Agency, provides resources, guides work effort, provides subject matter experts
- C. TM workgroup – review/recommend/support CTM/CPM guidelines, standards and tools. Work with DTP personnel on creating tools, reviewing guidelines, and creating standards.

JLARC – The Joint Legislative Audit and Review Commission is conducting an in-depth

study of 15 Commonwealth projects. The study will identify project best practices and improvement opportunities. The report will be available in December 2002.

4) **Review TM Charter**

All participants had been provided a copy of the Charter prior to the meeting – the Charter was not reviewed.

5) **Define structure of the workgroup**

The workgroup will be separated into two distinct groups. 1) “Project Management” concerns, such as the Commonwealth Technology Management Policy and the Commonwealth Project Management Guidelines. 2) “Tools,” such as the Commonwealth Major IT Project Status Report Dashboard, IT Portfolio, and PPAR.

Workgroup breakout follows:

Project Management	Tools
Dee Pisciella (Lead)	Jan Fatouros (Lead)
Michael Sandridge (co-lead)	Constance Scott (co-lead)
Dan Galloway (co-lead)	JoJo Martin (co-lead)
Mark Schaefermeyer	Larry Hengehold
Mark Willis	Sarah Susbury
Twyla Garrett	Virgil Kopf
Debbie Dodson	Murali Rao
Don Morgan	Fred Norman
Andrew Anderson	Barthe van Doorn
Joy Hughes	Hud Croasdale

	Farley Beaton

To be determined: Easton Rhodd, Richard Fellows, Harry Sutton, Ben Lewis

NEXT MEETING

The next meeting date has not been determined. Meeting dates and times will be sent out by email to members and updated on the COTS website once the meeting date has been established.

ADJOURN

The meeting adjourned at 3:25pm.